

[ORGANIZATION LETTERHEAD]

DATE

The Honorable FIRST NAME LAST NAME

ADDRESS 1

ADDRESS 2

CITY, STATE ZIP+4

Dear Senator/Representative LAST NAME:

Thank you for your support of the arts in Kentucky through state funding for the Kentucky Arts Council. The [ORGANIZATION NAME] was just awarded [\$ AMOUNT] through the [NAME OF THE GRANT PROGRAM] Grant Program. We match this funding from the Kentucky Arts Council to *(for Challenge, General Operating Support and Community Arts Development Grants, insert short narrative describing the work of your organization; for all other grant categories, briefly describe the plan for the grant and the benefit to the people it serves).*

We know that all Kentucky Arts Council grants are contingent upon budgetary action by the Kentucky General Assembly and upon annual receipt of funds from the National Endowment for the Arts (NEA). We are extremely thankful to you and other members of our Kentucky legislature on both sides of the aisle for continued support for arts programs in our state. We are concerned about dwindling budgets and how that will affect the valuable work that [ORGANIZATION NAME] contributes to enhancing the quality of life for Kentuckians. The role of the arts is essential *(Choose one or two of the following statements: 1. to ensure a qualified work force, 2. to raise academic achievement in all subject areas 3. to connect young people to themselves, their culture and their civilization 4. to reduce the risk in at-risk youth 5. to sustainable economic development 6. in developing greater tourism markets 7. in building better communities).*

We would be extremely honored if you could come to visit [ORGANIZATION NAME]. *(Insert wording for an invitation that would enable the legislator to see the work in progress, a culminating event, or a performance or opening. Give some date options and contact information to facilitate arranging the visit. The invitation paragraph is optional if it might cause delay in sending the letter because of unknown dates.)*

Please don't hesitate to contact me with any questions you may have about [ORGANIZATION NAME] and the services we provide. Thank you for your continued support for the work of the Kentucky Arts Council and the arts in [YOUR CITY OR COUNTY NAME].

Sincerely,

[YOUR NAME HERE]

[YOUR TITLE HERE]

cc: Lori Meadows, Kentucky Arts Council